



THE COMMUNICATOR

Grant County Employee Newsletter

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Guest Columnist — Dolores Schwantes, Fair Manager/Secretary



My position works 2/3rds of the year. A lot of work goes into planning and coordinating the fair. The process takes a full year. These are the things I am responsible for throughout the year:

- My job starts in the fall with writing letters to potential sponsors of the fair. Some want to sponsor in part a grandstand event and others want their sponsorship to go toward the Junior premiums. Every year I try to get new ones while still hoping I can keep the old ones.
- I count the ribbons left over to see how many we used and make an order out for the coming year and order at convention.
- In January, I go to convention with the Fair Board to line up the entertainment for the next year, make sure we have the

contracts signed and try to keep within my budget.

- Talk with other fairs and learn of their concerns and problems and share ideas
- Attend workshops to learn more rules and regulations
- I make changes and add new projects in the fair book relying on suggestions from the superintendents and the County Committees that meet in the fall.
- Check with the State Health Rules
- I send letters out to the trophy donors to see if they will sponsor the same trophy as they did in the previous year. After their response I order the trophies. When they are delivered, just before fair, I put a label on the bottom of each so the exhibitor knows the address to send a thank you.
- I get the fair book to the printer with most of the changes by March 1st so I can get it back to proof read and still make changes until May 1st. If we get the fair book on the internet I will be able to make the changes right away myself.

- Get the 4-H entry blanks printed and separated into Clubs so the main Leader can pick them up with their books
- I mail books out to the Open and Senior Citizens exhibitors in the middle of June. The Fair Board and I distribute them to the banks in their area at the end of June.
- Make changes in the brochure and get it printed for distribution
- Get the judges lined up for projects
- I get suggestions from the superintendents on judges. I keep the same animal judge for two years and then have to find a new one.
- I get a book from the State with all the judges names in it. A judge must be certified by the State in order to get state aid. The State will give aid for the Junior premiums up to \$10,000 and then we will only get 50% of those premiums. Our Junior premiums last year was \$10,746.75.

**Grant County Fair
August 19th thru the 26th**

www.grantcountyfairwi.org

- I sometimes take work home and do phone calling, it is easier to get people on weekends or nights.
- Write to the Lancaster High School to see if we can use their gym for musical entertainment when we have it on Thursday night, in case of rain and also if we can use their parking lot for parking cars during the fair
- Write to the State for permission so we can have Horse and Pony judging the Sunday before the fair
- I make reservations and attend the spring and fall district meetings. This is where we talk to other fairs in our district and get new ideas and find out what works for them. They are always interested in what works for our fair too.
- Send out the payroll forms for my help and hope they will all come back for another year
- I have a computer person come in when the fair book changes are made and we work together to get them changed in the Blue Ribbon Fair Program.
- Favorite Foods, Demonstration and Clothing Revue Departments are all judged in April, June and July, so I get the judges, get the judges sheets ready, and get the ribbons. The Extension Office personnel send out information to the main leaders of these three departments.
- Then there are shooting sports, which is the first part of August. We just started giving premiums last year which takes another judge and more judges sheets to get lined up.

Grant County Fair Board



Committee members pictured with Dolores Schwantes: Lynn Moris, Robert Keeney, Luella Vosberg, Vince Loeffelholz, and Steve Adrian

- Next I send out vendor letters to see if they are coming back another year to show and sell their products.
- I order posters for distribution in July.
- I order admission tickets (a different color than prior years), wristbands for tractor pulls and advance ticket sales, porta potties, back tags, cups, napkins and rolls for the superintendents.
- Take entries for the fair by mail and have a group of wonderful gals there for two days taking entries and returning the exhibitors entry tags
- The Saturday before the fair I mark out the space that each vendor has paid for, for their outside space
- Order the tents to make sure I have enough for the vendors that paid for inside space
- Check with the American Legion to make sure they will take admission tickets at the gate
- Check with the three organizations that work the Beer Hall to see if they will be there again for another year
- Get the beer permit from the city and order the beer
- Order ribbons, office supplies, make deposits to the County Treasurer, make out vouchers, attend 2 monthly Extension/Fair Board meetings, and balance monthly with the County Clerk
- Prepare public property requests
- Prepare a budget for the following year
- I mail letters to judges to remind them of the time, date and what they are judging. Meeting notices are also sent to the superintendents, radio and newspaper.
- Check with diggers hot line before the tents are erected
- Remind maintenance to pick up picnic tables from the City
- Work a lot with the City and the High School
- Make sure we have someone to sing the National Anthem for the

opening on Thursday night.

- When fair week comes I am there every day with the Fair Board. The Fair Board puts in long days along with Gene Bartels. I appreciate all the help that we get from the other County Board members too. This helps tremendously.
- I have one person to do the computer work entering the entries on entry days. That person also gets the ribbons into the departments' boxes before fair, gets the judges sheets ready, enters the judges results, prints out reports and any other work that comes along.
- I have one person in charge of the gate admissions, checking the Legion in and out with money and tickets and she is in charge of the ticket sellers at the grandstand, checking them in and out with money and tickets. She also makes out the bank deposits nightly and drops the deposit at the bank night deposit box. I go to the bank on the following week to check all the deposits.
- The other people in the office help with the location of vendors and check the judges sheet after the exhibits are judged. If there is a question they ask me, otherwise I just oversee the office staff and do what ever needs to be done for the Fair Board.
- After the fair there are the

premiums checks to get out to the exhibitors.

- Names are given to different sponsors for them to honor their sponsorship
- Send in the judges sheet, names of exhibitors for their premiums, etc., to the State for their approval
- Send in a report 30 days after fair to the State and at the end of the year I have to send in an annual report
- Make reservation for the State convention in January
- Take home the aprons: wash, iron and repair them
- Renew the Race Track contract when it is due
- Renew the three leases: Farm Bureau, Lancaster Jaycees and the Fennimore Lions Club when they are due
- Make sure that the County is additionally insured on their policy for the Speedway, Rodeo, Dairy Breakfast, Circus and the Jaycees 4th of July celebration or any other organization that would rent the grounds

I work with the Extension Office personnel, they do a lot of the behind the scene fair week work and during the year also. I'm thankful for the Extension Office personnel, Maintenance personnel, 4-H Leaders, Fair Superintendents and the wonderful Fair Board. Without them you would not have a fair.

Don't miss the 152nd annual Grant County Fair August 19th thru August 26th

Gate Admission:

Adults \$3; Children age 8 and under free
Season Ticket \$7; *Free Parking*

All Event Season Ticket \$25.00

excludes auto racing

Admit one Grandstand/Gate

Thurs., Fri., Sat., Sun. afternoon, Sun. evening

May be purchased at the Fair Office, Fair Board Member or Extension Office until August 17th

Mr. Ed's Magical Midway

Wed.— (5 p.m. to close) 50¢ rides

Thu.— (4 to 10 p.m.) Pay one price \$14

Fri.— (11 a.m. to 5 p.m.) Pay one price \$14

Sat.— (11 a.m. to 4 p.m.) Pay one price \$14

Sun.— (11 a.m. to close) \$1 rides

Southwest WI Stock Car Assoc., LLC

Auto racing — 6:30 p.m. on Wednesday

Pig Mud Wrestling

Grandstand — 6:30 p.m. on Thursday

Adults \$3; Children 8 & under accompanied by an adult \$1

Lyle Foley Band

3:30 p.m. & 6:00 p.m. on Friday

Open Tractor, Truck and Semi Pull

6:30 p.m. on Friday

Adults \$7; Children 8 & under accompanied by an adult \$2

Tri-State Tractor & Truck Pull & Dairyland Antique Tractor Pull

6:30 p.m. on Saturday

Adults \$7; Children 8 & under accompanied by an adult \$2

Twinkle the Clown

11 a.m. to 3 p.m. on Saturday & Sunday

Teen Dance

7:30 p.m. to 11 p.m. on Saturday

Hard Hit Promotions Demolition Derby

1:30 & 6:00 p.m. on Sunday, Aug. 26

Adults \$6; Children 8 & under accompanied by an adult \$2

Also check out the: **Reptile Exhibit, Cyber Café, Tallest Corn Stalk Contest, and the Grant Antique & Collectors Club display.**

4-H Exhibits: Be sure to see the numerous exhibits that the 4-H groups have worked really hard to present for judging. The County's youth would love to be able to show you what they have accomplished!

**Come join the fun
at the Grant County Fair!**

Anyone wishing to have a specific subject discussed in a future newsletter may contact Joyce Roling at 723-2045.

Service Anniversaries

(5 year increments)

Marilyn Pierce, 30 years on September 12th

Lisa Scholl, 25 years on July 12th

Lynn Harb, 25 years on August 26th

Lisa Halverson, 20 years on August 10th

Roger Schauuff, 20 years on August 24th

Max Edge, 20 years on August 25th

Dale Wood, 20 years on August 25th

Edward Breitsprecker, 20 years on September 7th

Marla Thill, 20 years on September 14th

Nancy Davis, 20 years on September 21st

Peggy Hollister, 15 years on August 25th

Michele Fishnick, 10 years on July 7th

John Yanna, 10 years on August 19th

Kelly Bird, 10 years on September 22nd

Heather Swatek, 5 years on July 23rd

Steffany Austin, 5 years on July 24th

Sharon Friederick, 5 years on August 1st

Melissa Bradshaw, 5 years on August 6th

Ronald Waller, 5 years on August 6th

Louise Gotzinger, 5 years on August 19th

Sarah Campbell, 5 years on August 29th

Travis Kramer, 5 years on September 3rd

Ann Brinkman, 5 years on September 13th

Lindsey Dresen, 5 years on September 16th

Melissa Hill, 5 years on September 19th

Congratulations on reaching these milestones!

Thank you

Office Co-pay Reimbursement Policy

Effective January 1, 2006

Grant County will reimburse employees for eligible \$10 office co-pays for themselves and dependents covered under Grant County Health Insurance above and beyond twelve per plan that occur between January 1 and December 31 of each year. The first twelve office co-pays are the responsibility of the employee.

The following information is required to be received in the Personnel Office before reimbursement is made.

- Reimbursement request form
- Proof of office co-pays paid by employee's with service dates, including the first twelve (*the first six for 2005*). The proof of payment can be in the form of a receipt or an official statement from the physician's office.

The Personnel Office will accept reimbursement requests on the following dates and reimbursement will be made within fifteen days or as soon as reasonably possible.

April 10

July 10

October 10

January 15 (for the prior years office co pays) Requests received after this date for the prior years co-pays will be forfeited.

Please note: The IRS regulations for section 125 reimbursement (EBC FLEX) does not allow an individual to deduct pre-tax any reimbursement that will be made by both the employer and EBC FLEX. The most you can deduct from your check for EBC Flex will be for your first twelve office visits, which is your responsibility to pay.

OFFICE CO-PAY REIMBURSEMENT REQUEST FORM

Name: _____

Department: _____ Date: _____

Office visit dates – First Twelve (Not eligible for reimbursement)			
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.

I understand that I am responsible for the first twelve office co-pays in each year.

Office visit dates - Beyond First Twelve (Eligible for reimbursement)			
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.
25.	26.	27.	28.
29.	30.	31.	32.
33.	34.	35.	36.
37.	38.	39.	40.
41.	42.	43.	44.
45.	46.	47.	48.
49.	50.	51.	52.
53.	54.	55.	56.
57.	58.	59.	60.
61.	62.	63.	64.
65.	66.	67.	68.
69.	70.	71.	72.
73.	74.	75.	76.
77.	78.	79.	80.
81.	82.	83.	84.
85.	86.	87.	88.
89.	90.	91.	92.
93.	94.	95.	96.
97.	98.	99.	100.

I certify that the above are accurate and proof of office visits and dates are attached.
Fraudulent claims may lead to immediate termination of employment.

Signature _____ Date _____